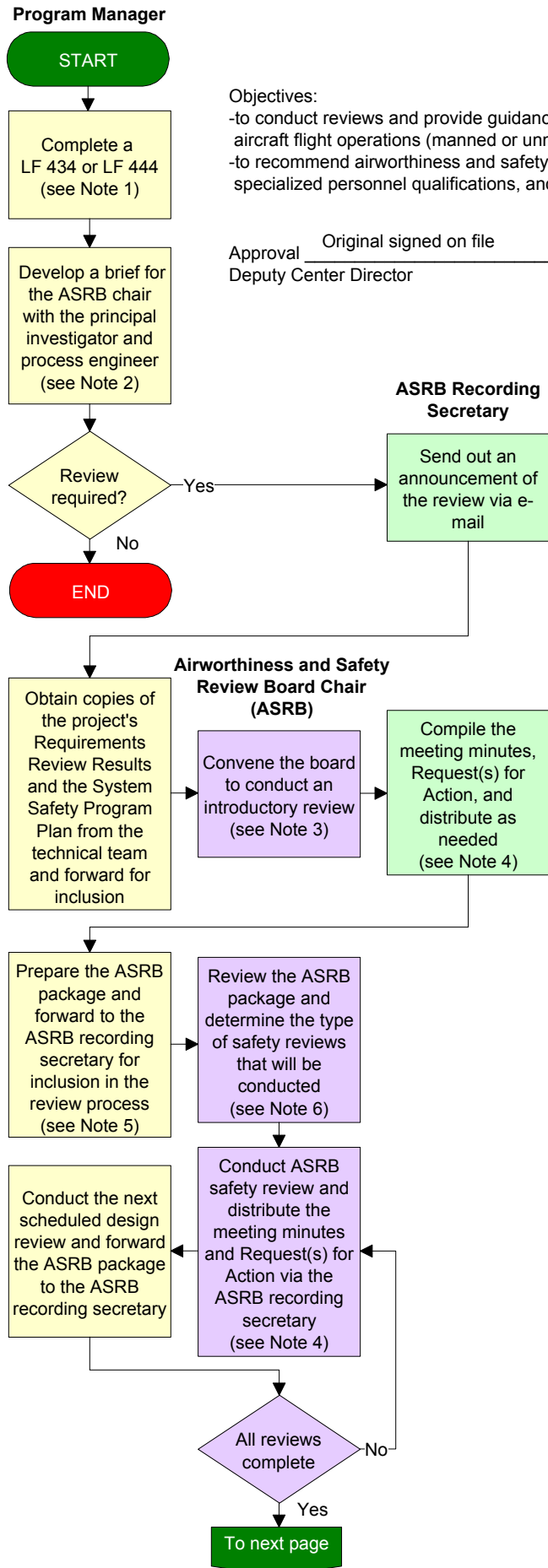


Objectives:

- to conduct reviews and provide guidance for all LaRC-conducted or managed aircraft flight operations (manned or unmanned)
- to recommend airworthiness and safety requirements, standards, procedures, specialized personnel qualifications, and training for these operations

Approval _____
Deputy Center Director



General Information

The following records are generated by this procedure and should be maintained in accordance with CID 1440.7:

- Aircraft Flight Research Project Initiation Request, LF 434
- Simulation and Aircraft Service Activity (SASA) Work Request, LF 444
- Meeting Minutes (including Requests for Action)
- Flight Safety Release
- Flight Test Operations and Safety Report (FTOSR)

Definitions

Design Review: For flight experiments using LaRC aircraft, reviews will be conducted per LMS-CP-0960, Conducting Simulator and Aircraft Service Activity Experiments. All others will conduct reviews per LMS-CP-5505, Flight Project and Experiments Review Planning and Implementation, in accordance with NPG 7120.5

ASRB Package: The package of documents forwarded to the ASRB Recording Secretary prior to the board convening

ASRB Review: Any and all safety reviews conducted by the Airworthiness and Safety Review Board, either in whole or in part and in accordance with LAPD 1710.1 and LAPG 1710.16

Note 1

For flight experiments using LaRC aircraft, use Simulation and Aircraft Service Activity (SASA) Work Request (LF 444) part III. For other flight experiments, use Aircraft Flight Research Project Initiation Request (LF 434).

Route the request for approval and signature as indicated on the forms.

Note 2

- The Principal Investigator/Process Engineer represents the project team and requests a meeting with the ASRB Chair who determines if a safety review is needed
- Discuss project goals and proposed methods for fulfilling the goals to achieve the desired results
- A limited number of project members and board members attend the discussions with the ASRB Chair
- If a presentation is made, retain the documents in the ASRB file

Note 3

The introductory review provides in-depth information about the project to the entire ASRB.

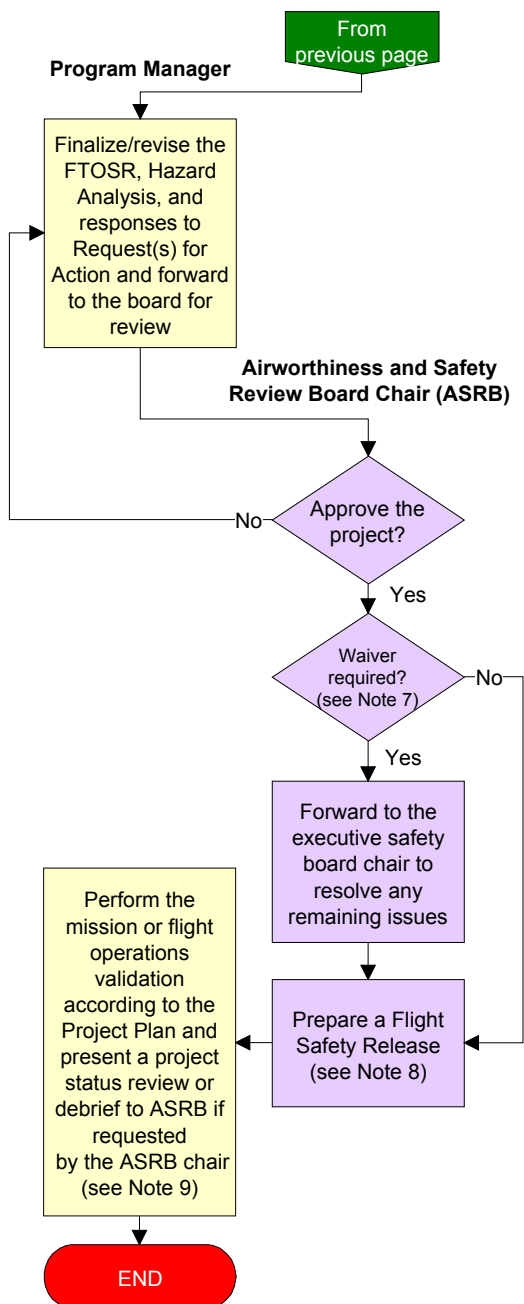
Note 4

Distribute a paper copy to the:

- Executive Safety Board (ESB) Chairperson
- ASRB files

Distribute electronic copies to all ASRB members as follows:

- All meeting attendees
- All members of the ESB
- Designated WFF flight operations personnel



Note 5

The ASRB Package includes:

- The current Flight Test Operations and Safety Report (FTOSR)
- The current Hazard Analysis
- Responses to Request(s) for Action initiated through the design review process
- Responses to Request(s) for Action initiated through the ASRB safety review process
- Meeting minutes from design review(s)

Note 6

ASRB is empowered to conduct the following types of reviews:

- Preliminary safety review: this review must cover all aspects of the project as presented by the Program Manager and will look at airworthiness as well as safety issues. A copy of meeting handouts are placed in the ASRB secured file by the Recording Secretary.
- Design safety review: this formal review is conducted before the full Board deals with safety and airworthiness issues following the projects lock-down or baselining of the final design. Meeting minutes and Request(s) for Action are distributed by the Recording Secretary to all concerned with a copy to the Secured Files for the project.
- Operational safety review: this is the last formal ASRB review. This review ensures that all issues have been addressed and the experiment is cleared to proceed. The ASRB Chair has the discretion and authority at this stage to issue a Flight Safety Release which authorizes the experiment to begin.

Distribution of ASRB review material is as follows:

- All ASRB Board Members
- All Project Members
- Project Engineer
- Principal Investigator
- All Executive Safety Board Members

Note 7

A waiver is requested by ASRB in cases where the risk defined in the Hazard Analysis is of a magnitude that is beyond the authority of the ASRB to adjudicate. In those cases, the ASRB makes a formal request for review recommendation to the Executive Safety Board through the ASRB Chair. The Executive Safety Board Chair then notifies the ASRB Chair of any rulings on the risk.

Note 8

The Flight Safety Release is a memo memorializing the activities of the ASRB and flight reviews and authorizing the project to proceed with its planned flight activities. The ASRB Chair notes any restrictions or cautions which may be necessary for the project along with signing off that all safety reviews have been successfully completed. The original memo is sent to the Project Manager with a copy to the ASRB Secured Files for this project.

Note 9

The project status review or debrief is an informal presentation to the ASRB of either the project status or of a final Lessons Learned at the end of a project. This review activity is not a required one, and does not produce any formal Minutes or Records. However, any presentation material which may have been used by the project team in this activity is made a part of the Secured Files for this project maintained by the ASRB Recording Secretary.